



Clovelly House School
Stay safe, respect, achieve

Attendance Policy

January 2025



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Attendance Policy Statement

1. Context

Children's learning is at the heart of everything we do at Clovelly House School, but children cannot learn the prescribed curriculum if they are absent. It is, therefore, the aim of staff at Clovelly House Schools to ensure that our children to take full advantage of the educational opportunities available to them and raise standards by promoting regular attendance and punctuality of pupils.

The schools have, therefore, adopted the following policy and procedures in consultation with Company Directors, families, House Managers, children and staff

2. Objectives

The objectives of the Attendance policy are:

- * To improve attendance and punctuality across the whole school
- * To reduce the percentage of unauthorized absence
- * To create a culture in which good attendance is accepted as the norm
- * To demonstrate that good attendance and punctuality is valued by the school
- * To maintain and develop effective communication regarding attendance between home and school
- * To use attendance monitoring to ensure that pupils are not missing or at risk during school times.

3. The Education Act 1996

The Education Act 1996 states that parents have the primary responsibility for ensuring that children of compulsory school age, (i.e. 5 to 16 year olds), receive a suitable education, either by regular attendance at school or otherwise. Children between the ages of 16-18 are now required to be in education and/or training. According to Section 109 of the Education Act, 2008, the attendance registers and information will be made available to Inspectors on demand.

The school is required to inform the Social Worker/ LA/ parents/carers, immediately, if a pupil fails to attend regularly or has been absent from school. If there is no valid reason for the absence, it is treated as unauthorized.

4. Pupil Registration

The school maintains an attendance register, which is taken at the start and the end of each day. For each pupil, the register is marked in accordance with its' requirements as specified in the register. This includes recording the attendance twice a day, for the morning session as well as the afternoon session. Absence codes will be used to record absence to allow for effective monitoring and review of attendance. Attendance will be recorded using a paper copy register for both sites will be backed up by an online copy to facilitate analysis of attendance. The Head of School will be responsible for managing the register on a daily basis and this will be monitored by the Principal weekly.

5. Authorized and Unauthorized Absence

Authorized Absence

Authorized Absence is where the school has either given approval in advance for a pupil to be away or has accepted an explanation offered afterwards as satisfactory justification for absence.

All other absences must be treated as **unauthorized absence**.

6. School Procedures

Any child who is absent from school must have their absence recorded as being authorized or unauthorized. Only the Principal, Head of School, or a member of staff acting on their behalf can authorize absence.

7. Lateness

Registration will take place at the start of school (9am).

Where children are regularly late for school, the school will inform/write to the Home Manager/parents informing them of the school's concerns and offering support and help to rectify the situation.



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Some children are on a reduced timetable. These children will have their attendance marked according to the agreement in place. So they will not be penalized for starting or leaving at the agreed time.

8. Absence

Parents/carers are expected to contact the school on first day of absence.

Frequent Absence

It is the responsibility of everyone in the school community to be aware of and bring attention to, any emerging attendance concerns.

In cases where a pupil begins to develop a pattern of absences, the school will try to resolve the problem with the parents/carers and the pupil.

The Heads of School and the Principal will monitor attendance logs half termly and will put action plans in place to support those children who have difficulties with school attendance.

Frequent Medical Absences

The school will discuss with the parents/carers those pupils who frequently miss days for medical reasons. These children will have an Individual Health Care Plan, which is reviewed with parents/cares and shared with staff.

It is important that on return from an absence that all pupils are made to feel welcome. This should include ensuring that the pupil is helped to catch up on missed work and brought up to date on any information that has been passed to the other pupils.

9. Absence notes

The school requires written notes explaining reasons for absence for every period of absence recorded by a child. Where a note is not provided when a child returns to school, schools will adopt the following procedures.

- * Absence notes sent out with accompanying letter asking for parents/carers to complete reasons for absence
- * If the school receives no response to this letter, then schools will send out a second request for reasons for absence

10. Attendance Monitoring

The school monitors the attendance of all pupils on a daily basis. Where the school has identified that a child's attendance has fallen below the level of 90% in any six-week period the school writes to the Home Manager/parent making them aware of the concerns and the importance of consistent and regular attendance at school. In addition, the school will report the absences to the Behaviour Manager, who functions as the school welfare officer.

All pupils' attendance records will be recorded in individual registers using the Department of Education codes, and the data will be recorded and stored on the computer which will enable the data to be translated into attendance graphs,

The expected level of attendance for children is 95%

If there is no subsequent improvement in a child's attendance a second attendance letter is sent home informing the parents/carers of school expectations and asking them to try to ensure that the young person's attendance improves and offering support and advice where necessary. Where necessary, a family or professionals meeting is called with stakeholders to support attendance.

The school will endeavor to work with and support all children, parents/carers where ever possible.

11. Holidays in term time

The school actively discourages the taking of holidays during term time, although we accept that in some cases, allowances have to be made.

The school is however only able to authorize holiday absences for a maximum of 10 days a year. Parents/carers should not normally take pupils on holidays during term time.



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Each request for holiday absence should be considered individually, taking account of the age of the child; the time of year proposed for the trip; its nature; the overall attendance pattern of the pupil; the child's stage of education and progress.

If a school does not agree absence and the pupil goes on holiday, the absence is unauthorized. If a child is kept away for longer than was agreed, any extra time is recorded as unauthorized.

12. Attendance Targets

This table shows types of absences, which schools may treat as authorized

- * Illness, medical and dental appointments
- * Missing registration for a medical or dental appointment is authorized absence. Pupils/carers should be encouraged to make appointments out of school hours.
- * Absence as a result of judicial or police matters.
- * If a pupil is present for registration but has a medical appointment later, or returns home because of illness, no absence need be recorded for that session.
- * Schools should keep a record of pupils leaving or returning to site in case of an emergency.
- * If the authenticity of illness is in doubt, schools will contact the parents/carers.
- * A pupil receiving medical treatment on site should be marked 'present'.
- * Absence from school to attend therapeutic sessions
- * Days of religious observance
- * Absence to take part in any day set aside exclusively for religious observance by the religious body to which the parents belong, including religious festivals.
- * Interviews with a prospective place at another school (including entrance examinations). School staff should normally ask for advance notice and proof of the appointment, e.g. a letter of invitation.

Failure to attend school at the proper time without good reason is unauthorized absence.

Temporary Removal / Suspension

A pupil temporarily removed/suspended for a fixed period remains on roll and the absence will be treated as authorized as it results from a decision taken by the school.

If it is deemed necessary to temporarily remove a child from school, the school will comply with the DfE regulations regarding fixed term exclusions. Teachers are responsible for setting work for a pupil who has been temporarily removed /suspended.

13. Special occasions

The school will consider each request individually.

The school will respond sensitively to requests to attend funerals or associated events and have discretion to authorize such absences.

Only exceptional occasions warrant leave of absence. For example, attending the wedding of a family member would be acceptable, but a day's absence for a birthday or a shopping trip in school hours would not.

The School will consider: the nature of the event; its frequency, (is it a one-off, or likely to become a regular occurrence?), and the pupil's overall attendance pattern.



14. Alternative Education

If it is considered necessary, due to reasons of safety or risk, a child may be educated for a set period at an alternative site. Frequently this will be at the home or library. As far as possible, teachers will be sent to the home/alternative site to educate the child who is on alternative education plan and they will follow the full curriculum. When a child is on alternative education, the situation will be monitored and reviewed regularly with a view to returning the pupil to the school site as soon as possible. As far as possible, s/he will be involved in these decisions.

See also: 'Admission Policy'
'Positive Behaviour Management Policy'
DfE Guidance on Exclusions
Clovelly House School Policies on Education